

9.2 Running Process Bank Reconciliation

Purpose: Use this document as a reference for running process reconciliation in ctcLink. This process will match and reconcile one-to-one transactions between the bank transactions and the system transactions based on the matching rules.

Audience: Settlement Manager, GL Accountant.

 You must have at least one of these local college managed security roles:


- ZZ Treasury Bank Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Banking > Reconcile Statements > Process Bank Reconciliation

Running Process Reconciliation

1. The **Process Bank Reconciliation** run control ID search page displays. It defaults to the Find an Existing Value tab. In this example, we'll create a new run control ID.
2. Select **Add a New Value**.
3. Enter a meaningful run control ID for the process reconciliation in the **Run Control ID** field.

 **Note:** A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID allows important parameters to be available for a process when the process runs to ensure that when a process runs in the background, it does not have to prompt you for additional values. The system stores all parameters and associates them with Run Control IDs and User IDs.

4. Select **Add**.

Process Bank Reconciliation

Find an Existing Value

Add a New Value

Run Control ID

Bank_Process_Reconciliation

Add

Find an Existing Value

Add a New Value

5. The **Process Reconciliation** page displays. Enter your process frequency and request parameters:
 - a. Use the **Process Frequency** drop-down button to select the 'Always Process' option.
 - b. Enter the appropriate request number in the **Request Number** field. Leave this as one (1) unless you are running multiple requests.
 - c. Enter or select the bank ID number in the **External Bank ID** field.
 - d. Enter or select the bank account number in the **Bank Account #** field.
 - e. Enter or select the appropriate statement number in the **Statement ID** field. – You can enter a specific statement ID or you can leave Statement ID blank and the system will run the selected process for all statements that are not marked "C" (complete).
6. Select **Run**.

Process Reconciliation

Run Control ID Bank_Process_Reconciliation Report Manager Process Monitor **Run**

Parameters 1 of 1 View All

*Process Frequency **Always Process** *Request Number **1** **+** **-**

Request Parameters

*External Bank ID **12500004** **20181001WRR01** **Statement ID**

Date Options

*Date Type **Relative Dates** Days Back

Save **Notify** **Add** **Update/Display**

7. The **Process Scheduler Request** page displays three reconciliation process methods: **At this time only step 1 (Bank Reconciliation) is being selected.**
- Selecting **Bank Reconciliation** runs the FSPRECON Application Engine process. This program processes the specified bank account transactions with the defined reconciliation parameters for the bank account.
 - Selecting **Recon and Statement Accounting** (PSJob) runs the FSPRECON and TR_STMTACCTG Application Engine processes serially. This multi-process job runs both reconciliation and Cash Management Bank Statement Accounting reconciliation parameters on the specified bank account transactions.
 - Selecting **Recon and Bank Statement Process** (PSJOB) runs FSPRECON and AR_BNKSTMT serially. This multi-process job runs both the Bank Reconciliation process and the Bank Stmt Processing (bank statement processing) process (AR_BNKSTMT), which loads payments into the Receivables tables.

Note: It is recommended that you select only one method to run at a time instead of selecting multiple methods to run concurrently.

8. Select any combination of the three reconciliation methods to process the defined transactions.
- Use the **Type** drop-down menu to select the type of your output.
 - Use the **Format** drop-down menu to select the format of your output.
 - Select **OK**.

Process Scheduler Request

User ID: CTC_FUNCTIONAL Run Control ID: Bank_Process_Reconciliation

Server Name: Run Date: 03/10/2015

Recurrence: Run Time: 11:17:08AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Bank Reconciliation	FSPRECON	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Recon and Bank Stmt Process	RCNBSP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Recon and Statement Accounting	RCN_BSAC	PSJob	(None)	(None)	Distribution

9. The **Process Scheduler Request** page disappears. The updated **Process Reconciliation** page displays. Note the **Process Instance** number.
10. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

Process Reconciliation

Run Control ID: Bank_Process_Reconciliation Report Manager **Process Monitor** Process Instance: 39391

Parameters Find | View All First 1 of 1 Last

*Process Frequency: Always Process *Request Number: 1

Request Parameters

*Bank ID: 125000024

*Bank Account #:

Statement ID:

11. Use the **Process List** page to view the status of submitted process requests. **Note:** The process has finished successfully when the **Run Status** column indicates 'Success.'

Process List Server List

View Process Request For

User ID: CIBER_SVENABLE Type: Last: Days:

Server: Name: Instance: to:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	39391		PSJob	RCN_BSAC	CIBER_SVENABLE	06/09/2015 4:48:07PM PDT	Success	Posted	Details
<input type="checkbox"/>	39345		Application Engine	AM_AMAEDIST	CIBER_SVENABLE	06/05/2015 12:04:44PM PDT	Success	Posted	Details
<input type="checkbox"/>	39289		Application Engine	GL_EXCL_JRNL	CIBER_SVENABLE	06/03/2015 1:42:42PM PDT	Success	Posted	Details
<input type="checkbox"/>	39262		nVision Report	NVSRUN	CIBER_SVENABLE	06/03/2015 8:49:58AM PDT	Success	Posted	Details

Go back to Process Reconciliation

Process List | Server List

Additional Resources

[Reconcile Bank Statements Business Process Map](#)

12. Process complete.